# User Manual

# for American Indian College Fund Scholarship Application/Database

## FOR STUDENT USERS

## developed by CiviCore

Version 1.0, December 2012

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## OVERVIEW

The purpose of the American Indian College Fund Scholarship Application/Database is to provide scholarship applicants with an easy-to-use online application for the Full Circle and TCU Scholarship Programs. In addition, it provides streamlined processing on the administrative side for both Fund and tribal college administrators.

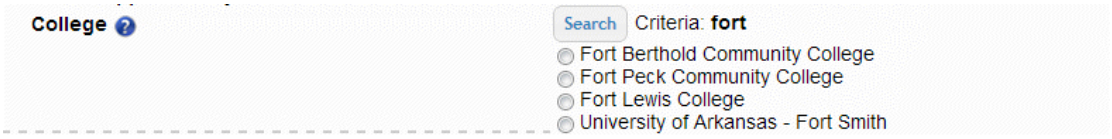
## GENERAL TIPS FOR USING THE DATABASE

**Calendar icon**: Wherever you see the calendar icon, , that means you need to click on the icon and search for the appropriate date, rather than typing in the date directly. (You search backward or forward by year, by month, and by day.) Click "Done" when you have identified the correct date on the calendar that you want to enter in this field.

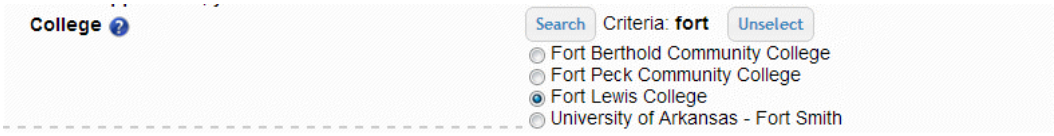
**? icon**: The ? icon, , is an online help service. When you hover over it or click on it, a box will appear with explanatory information about the particular field you are working in and what is being asked of you.

**Orange triangle icon**: If you have not filled in all the required fields of a particular application item, when you click on "Save" you will be taken back to this same page with a message stating that "[XYZ] FIELD IS REQUIRED." By scrolling down through the application, you will find an orange triangle symbol with an exclamation point inside at that particular field. Correct the information and click on "Save" again.

**Searchable drop-downs**: Wherever you see the Search box Search, you can start typing the name of whatever is being asked for in the particular field (example: College). When you start typing in the Search box, a list of colleges that meet your criteria will appear (example "fort"):




Select the appropriate college. **If you select the wrong college**, you can click on "Unselect" and repeat the process of Search and select.

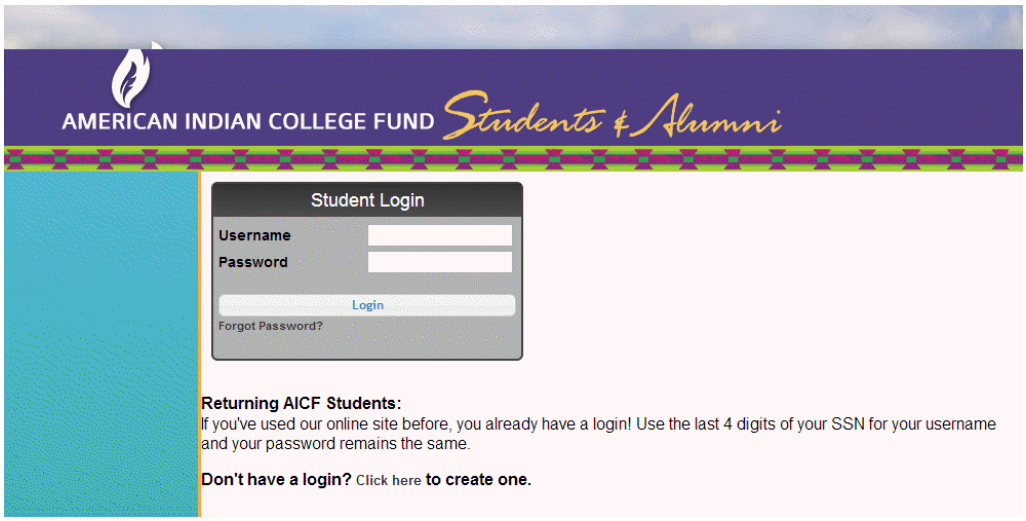


**Spell Check**: Whenever you have the opportunity to write an open-ended response (e.g., on the application under Essay and Thank-You Note), be sure to use spell check. Spell check is defaulted to being on.

*NOTE: SCAYT means "spell check as you type."*

## LOGIN/LOGOUT

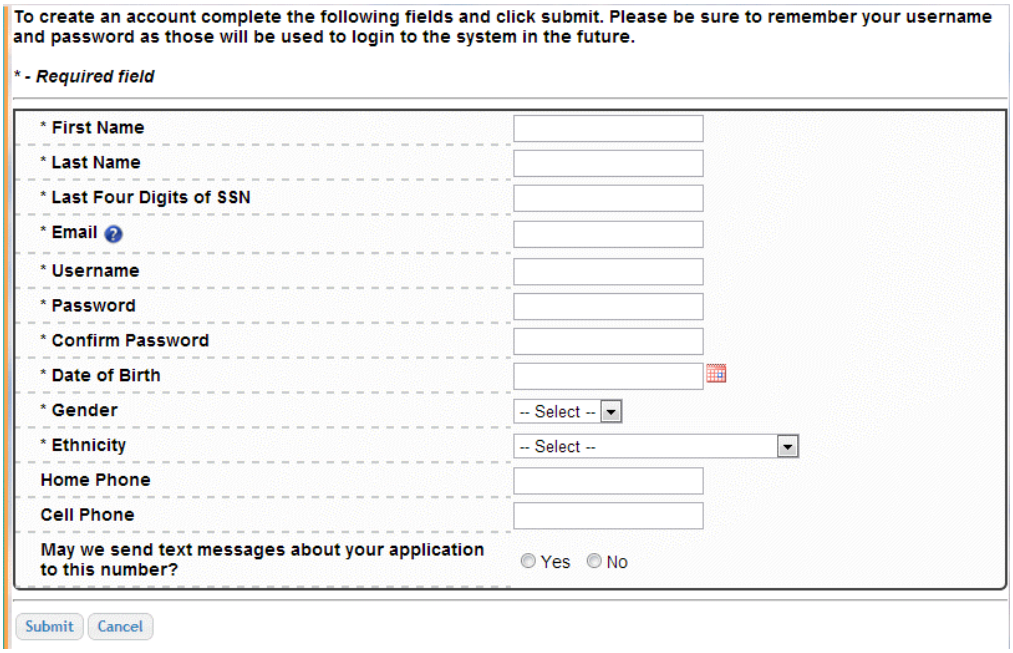
**To login**, go to the site aicfstudents.civicore.com.


AMERICAN INDIAN COLLEGE FUND
Students & Alumni
Student Login
Username
Password
Login
Forgot Password?
Returning AICF Students:
If you've used our online site before, you already have a login! Use the last 4 digits of your SSN for your username and your password remains the same.
Don't have a login? Click here to create one.

*NOTE: Students who were in the previous database have been converted over to this new database with the last four digits of their Social Security number as their username. These students can leave their username as it is BUT it is recommended that they change to a username of their own choice.*

*Only students who have never applied with American Indian College Fund need to create an account.*

**To create a login**, click on "Click here." You will be taken to:


To create an account complete the following fields and click submit. Please be sure to remember your username and password as those will be used to login to the system in the future.
* - Required field
* First Name
* Last Name
* Last Four Digits of SSN
* Email
* Username
* Password
* Confirm Password
* Date of Birth
* Gender
-- Select --
* Ethnicity
-- Select --
Home Phone
Cell Phone
May we send text messages about your application to this number?
Yes
No
Submit
Cancel

The content of the question mark icon hover box in the Email field is as follows:

- Most of our communication with you will be by email. Be sure to regularly check your email and update this if your address changes. If you do not currently have an account, please set one up at any of the free email providers like gmail.com, yahoo.com, and hotmail.com.

Use the calendar icon to select your date of birth. (Wherever you see this icon, click on it to get a calendar.)

If you fail to complete a required field OR put the wrong kind of information in a required field (e.g., on email you forget to put the entire URL), an orange triangle with an exclamation point inside it will appear and the field box will be shaded in red, alerting you to complete OR correct the information in the field.

On subsequent logins, enter your login information on the opening login screen:

- username
- password

**To logout**, click "Logout" on the navigation menu.

## HOME PAGE

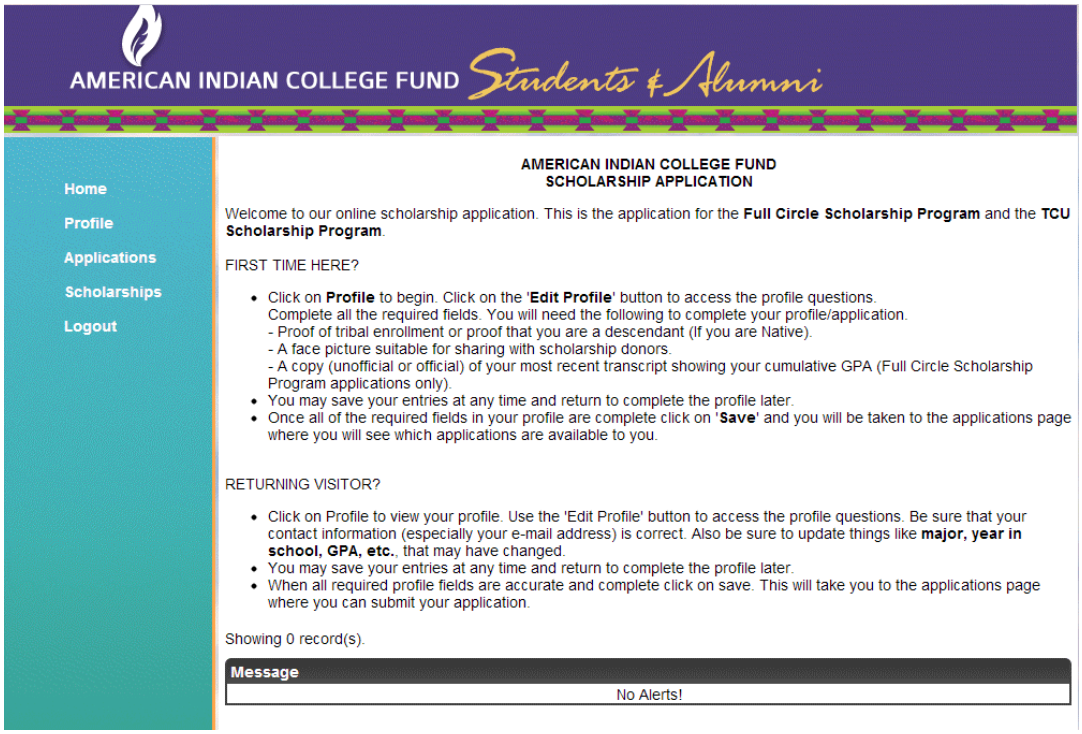
The HOME PAGE is the welcome page for the online scholarship application (Full Circle Scholarship Program and TCU Scholarship Program).

**Included on the HOME PAGE are the following**:

- FIRST TIME HERE?
- RETURNING VISITOR?
- A display of messages/alerts. Messages can include general information, such as application deadlines and dates when recipients for scholarships will be selected. Messages can also include specific information for groups or individuals, such as dates when checks were mailed to schools and/or requests that documents be sent to American Indian College Fund.

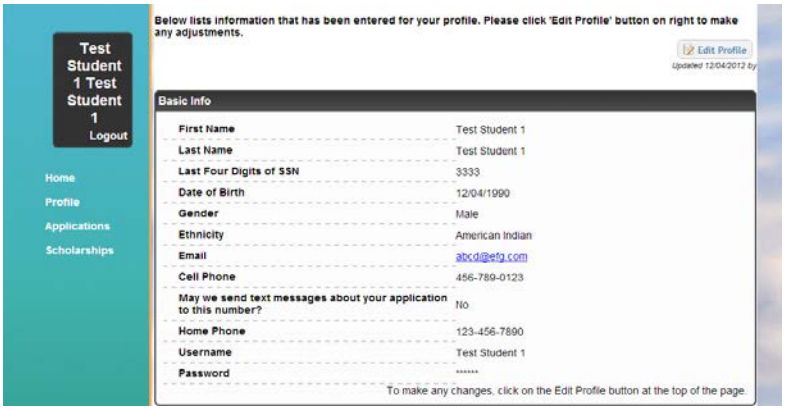
**From the HOME PAGE** (and all other pages of the website), you can select from the following navigation areas:

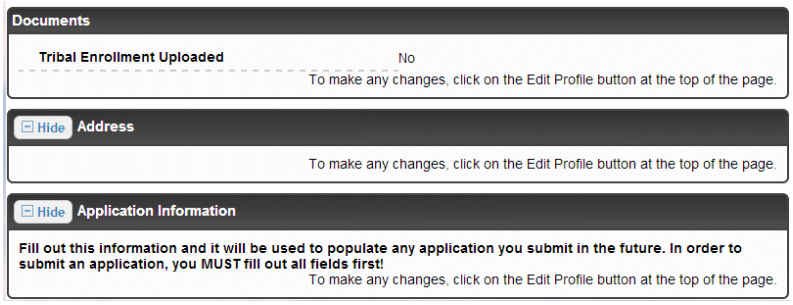
- Profile
- Applications
- Scholarships
- Logout


AMERICAN INDIAN COLLEGE FUND
Students & Alumni
Home
Profile
Applications
Scholarships
Logout
AMERICAN INDIAN COLLEGE FUND
SCHOLARSHIP APPLICATION
Welcome to our online scholarship application. This is the application for the Full Circle Scholarship Program and the TCU Scholarship Program.
FIRST TIME HERE?
Click on Profile to begin. Click on the 'Edit Profile' button to access the profile questions.
Complete all the required fields. You will need the following to complete your profile/application.
- Proof of tribal enrollment or proof that you are a descendant (If you are Native).
- A face picture suitable for sharing with scholarship donors.
- A copy (unofficial or official) of your most recent transcript showing your cumulative GPA (Full Circle Scholarship Program applications only).
You may save your entries at any time and return to complete the profile later.
Once all of the required fields in your profile are complete click on 'Save' and you will be taken to the applications page where you will see which applications are available to you.
RETURNING VISITOR?
Click on Profile to view your profile. Use the 'Edit Profile' button to access the profile questions. Be sure that your contact information (especially your e-mail address) is correct. Also be sure to update things like major, year in school, GPA, etc., that may have changed.
You may save your entries at any time and return to complete the profile later.
When all required profile fields are accurate and complete click on save. This will take you to the applications page where you can submit your application.
Showing 0 record(s).
Message
No Alerts!

## PROFILE

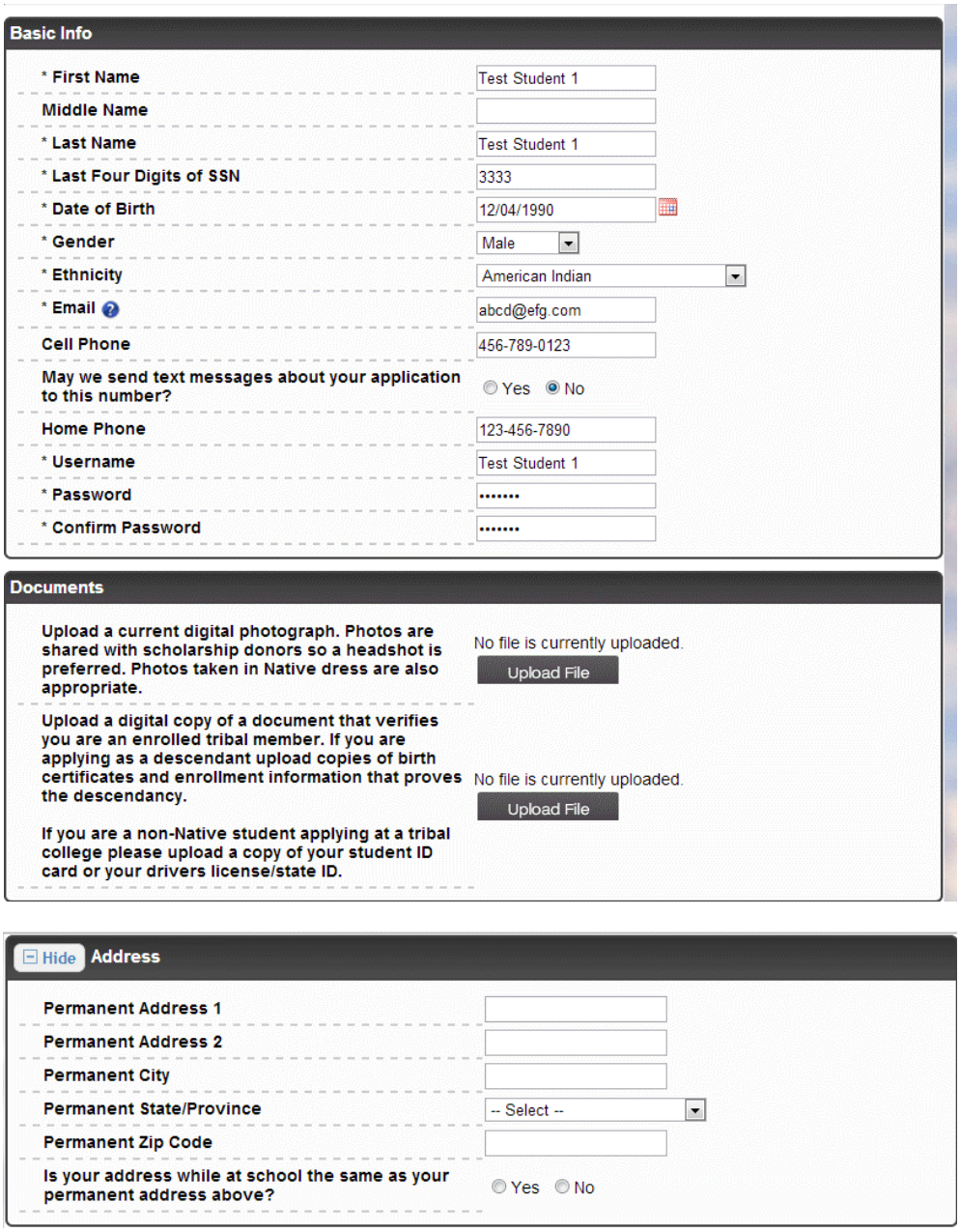
The PROFILE section lists your personal information.


Test Student 1 Test Student 1
Logout
Home
Profile
Applications
Scholarships
Below lists information that has been entered for your profile. Please click 'Edit Profile' button on right to make any adjustments.
Edit Profile
Updated 12/04/2012 by
Basic Info
First Name Test Student 1
Last Name Test Student 1
Last Four Digits of SSN 3333
Date of Birth 12/04/1990
Gender Male
Ethnicity American Indian
Email abcd@efg.com
Cell Phone 456-789-0123
May we send text messages about your application to this number? No
Home Phone 123-456-7890
Username Test Student 1
Password ******
To make any changes, click on the Edit Profile button at the top of the page.


Documents
Tribal Enrollment Uploaded No
To make any changes, click on the Edit Profile button at the top of the page.
Hide Address
To make any changes, click on the Edit Profile button at the top of the page.
Hide Application Information
Fill out this information and it will be used to populate any application you submit in the future. In order to submit an application, you MUST fill out all fields first!
To make any changes, click on the Edit Profile button at the top of the page.

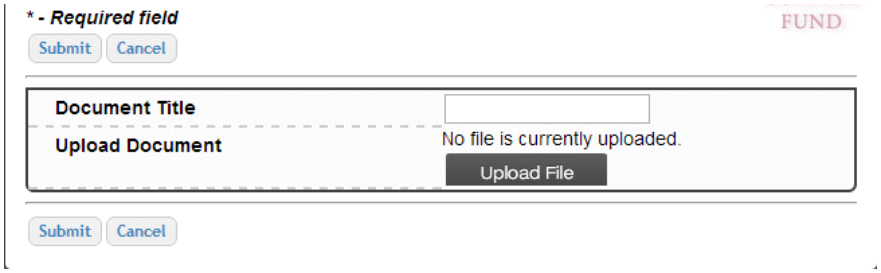
**On your first time to the site**, click "Edit Profile" and answer the profile questions, completing all required fields, which include the following:

- Proof of tribal enrollment OR proof that you are a descendant, if you are Native.
- A face picture suitable for sharing with scholarship donors.
- For Full Circle Scholarship Program applicants only, a copy (unofficial or official) of your most recent transcript showing your cumulative GPA.


Basic Info
* First Name
Test Student 1
Middle Name
* Last Name
Test Student 1
* Last Four Digits of SSN
3333
* Date of Birth
12/04/1990
* Gender
Male
* Ethnicity
American Indian
* Email
abcd@efg.com
Cell Phone
456-789-0123
May we send text messages about your application to this number?
Yes
No
Home Phone
123-456-7890
* Username
Test Student 1
* Password
* Confirm Password
Documents
Upload a current digital photograph. Photos are shared with scholarship donors so a headshot is preferred. Photos taken in Native dress are also appropriate.
No file is currently uploaded.
Upload File
Upload a digital copy of a document that verifies you are an enrolled tribal member. If you are applying as a descendant upload copies of birth certificates and enrollment information that proves the descendancy.
If you are a non-Native student applying at a tribal college please upload a copy of your student ID card or your drivers license/state ID.
No file is currently uploaded.
Upload File
Hide
Address
Permanent Address 1
Permanent Address 2
Permanent City
Permanent State/Province
-- Select --
Permanent Zip Code
Is your address while at school the same as your permanent address above?
Yes
No

In the Date of Birth field, use the calendar icon . (Wherever you see this icon, click on it to get a calendar.)

In the Documents section, click on "Upload File" to browse and select from files on your computer.

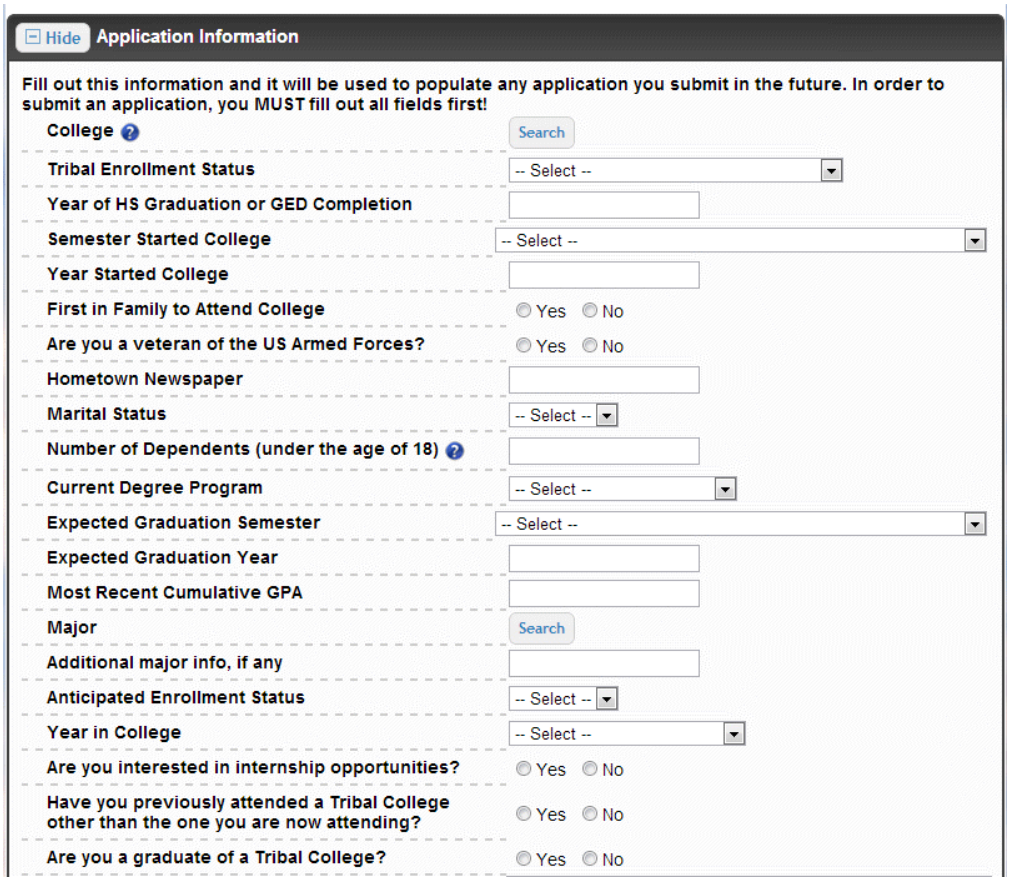



Fill in a document title (e.g., YOUR NAME photo) and click on "Upload File." You will be taken to the files on your computer. Select/highlight the appropriate file. Click "Submit."

The content of the question mark icon hover box in the Email field is as follows:

- Most of our communication with you will be by email. Be sure to regularly check your email and update this if your address changes. If you do not currently have an account, please set one up at any of the free email providers like gmail.com, yahoo.com, and hotmail.com.

(screen continued on next page)

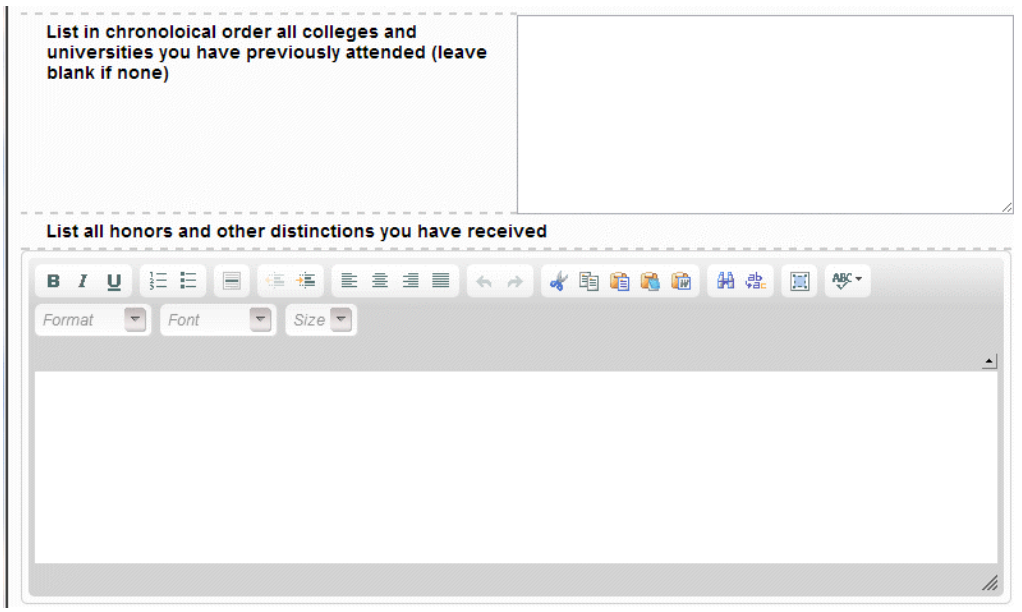


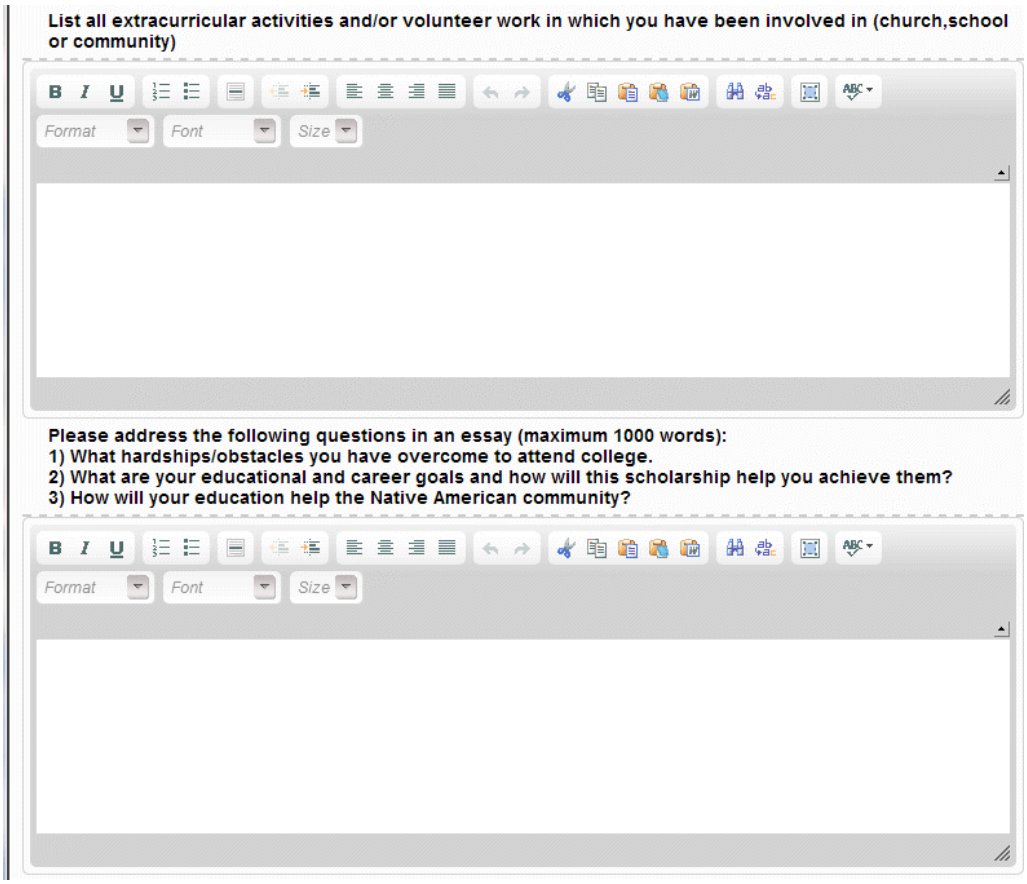

The content of the question mark icon hover box in the College field is as follows:

- If your college is not listed, type in other, select it, and a text in box will appear.

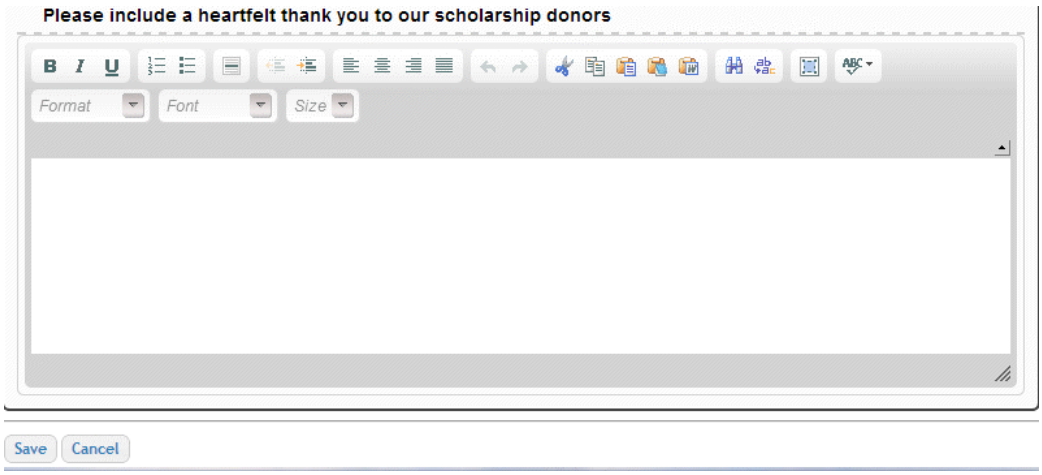
The content of the question mark icon hover box in the Number of Dependents field is as follows:

- Enter 0 if none.


List in chronoloical order all colleges and universities you have previously attended (leave blank if none)
List all honors and other distinctions you have received
Format
Font
Size


List all extracurricular activities and/or volunteer work in which you have been involved in (church,school or community)
Format
Font
Size
Please address the following questions in an essay (maximum 1000 words):
1) What hardships/obstacles you have overcome to attend college.
2) What are your educational and career goals and how will this scholarship help you achieve them?
3) How will your education help the Native American community?
Format
Font
Size

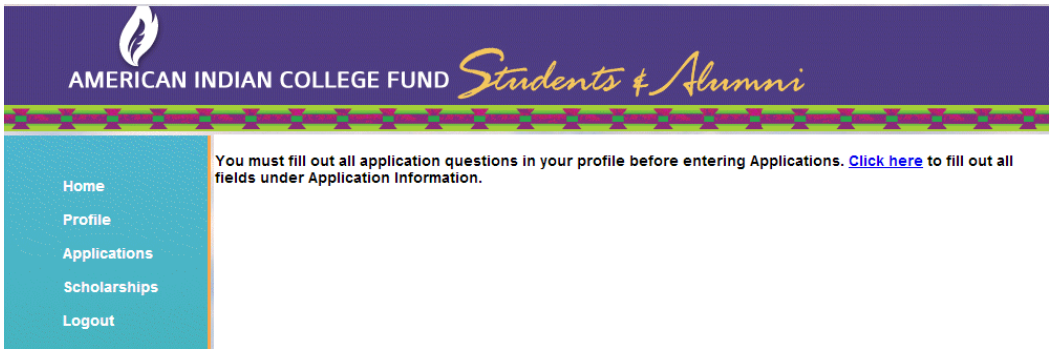
(screen continued on next page)



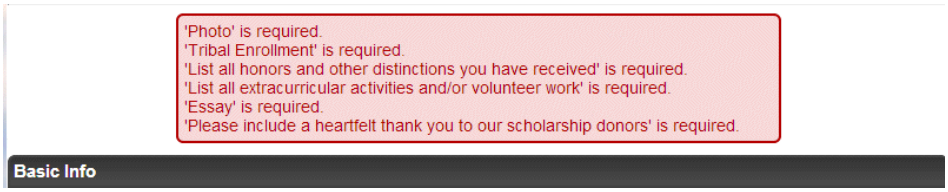

You can save your entries at any time (as long as the required fields are completed) and return to complete the profile later.

Be sure to use spell check when you write your essay and thank-you note. Spell check is defaulted to being on.

**If you save before completing ANY application questions**, you will get the following message:


AMERICAN INDIAN COLLEGE FUND
Students & Alumni
Home
Profile
Applications
Scholarships
Logout
You must fill out all application questions in your profile before entering Applications. Click here to fill out all fields under Application Information.

**If you save before completing the entire application questions section**, you will get a message on the top of your editable profile that lets you know which required items you have not completed. For example,

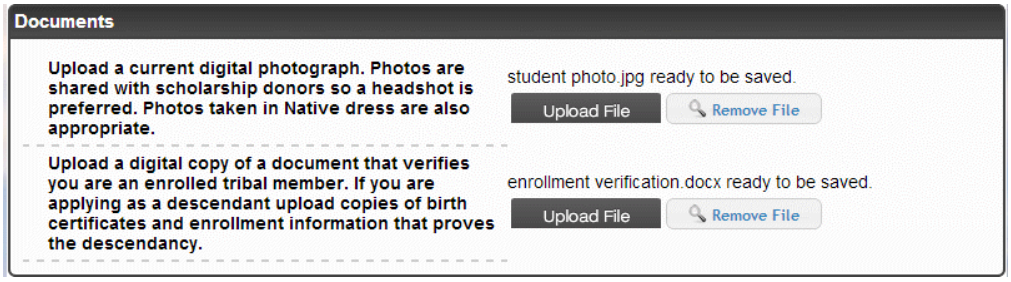

'Photo' is required.
'Tribal Enrollment' is required.
'List all honors and other distinctions you have received' is required.
'List all extracurricular activities and/or volunteer work' is required.
'Essay' is required.
'Please include a heartfelt thank you to our scholarship donors' is required.
Basic Info

**If you fail to complete a required field OR put the wrong kind of information in a required field** (e.g., on email you forget to put the entire URL), an orange triangle with an exclamation point inside it ⚠will appear and the field box will be shaded in red, alerting you to complete OR correct the information in the field.

Once all of the required fields are complete, click “Save” and you will be taken to the applications page.

**If you are a returning visitor**, you MUST update information on your profile before submitting new applications. This is especially important for GPA, major, contact info, anticipated graduation date, and anything else that is likely to change from semester to semester.

**Once you upload a current digital photograph and a digital copy of a document that verifies you are an enrolled tribal member,** the Documents section will list the names of those files and give you an option to remove them if you want different files to be uploaded. For example,


Documents
Upload a current digital photograph. Photos are shared with scholarship donors so a headshot is preferred. Photos taken in Native dress are also appropriate.
student photo.jpg ready to be saved.
Upload File
Remove File
Upload a digital copy of a document that verifies you are an enrolled tribal member. If you are applying as a descendant upload copies of birth certificates and enrollment information that proves the descendancy.
enrollment verification.docx ready to be saved.
Upload File
Remove File

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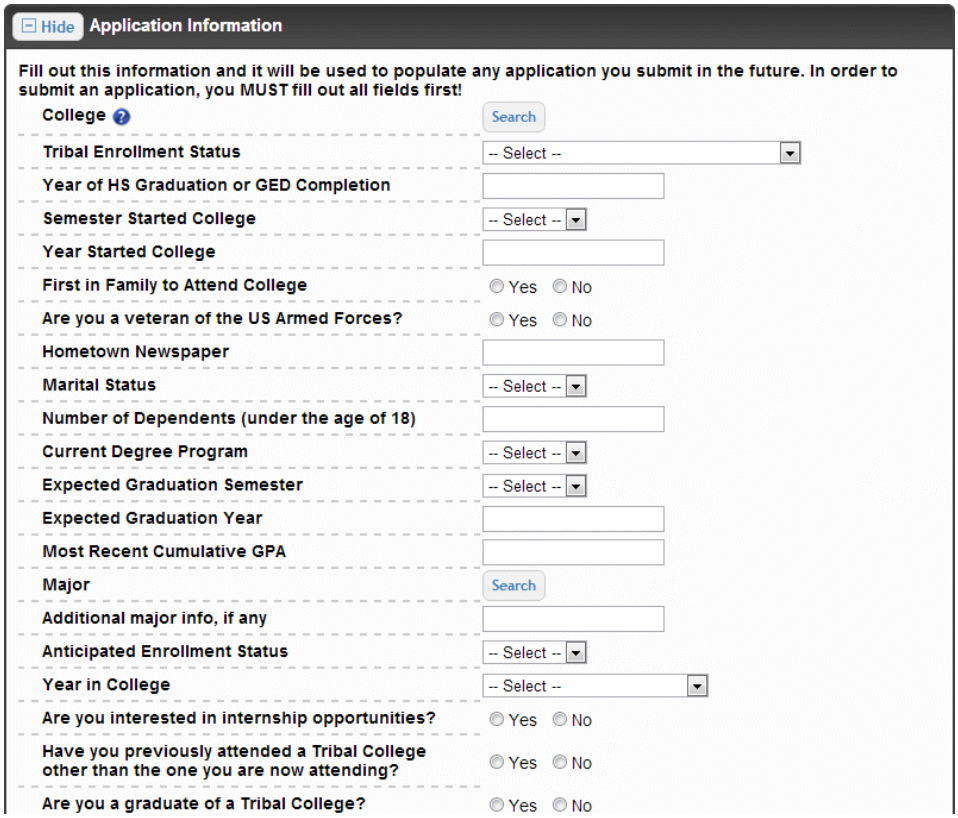
**IN THE ADDRESS SECTION OF THE PROFILE: If you click "No" next to "Is your address while at school the same as your permanent address above?,"** an addition to your screen will appear, as follows:

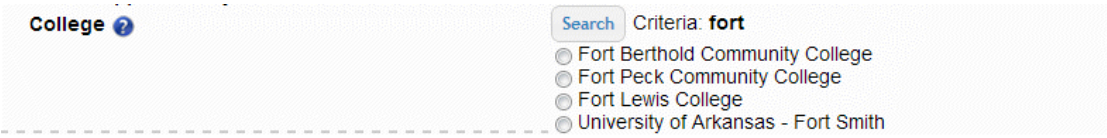
Fill in the additional fields.

(screen continued on next page)

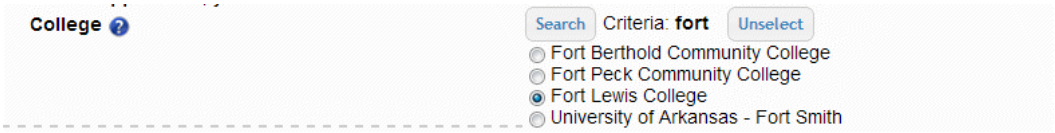
**APPLICATION INFORMATION SECTION OF THE PROFILE**




**To fill in the College field**, start typing the name of the college in the Search box and a list of colleges that meet your criteria will appear (example "fort"):




Select the appropriate college. If your college is not listed, type in "Other" and select it. A text box will appear to type in the name of your college. **If you select the wrong college**, you can click on "Unselect" and repeat the process of Search and select.




(instructions continued on next page; screen continued on subsequent pages)

The pull-down menu for **Tribal Enrollment Status** includes:

- Enrolled member
- Descendant of qualifying enrolled member
- Non Native American

---

**If you select "Enrolled member"** OR **"Descendant of qualifying enrolled member,"** additional information fields appear, as follows:

Tribal Enrollment Status
Enrolled member
Tribal Affiliation
Search
If you are Dine/Navajo, what chapter are you registered to vote in?

If your tribe isn't listed in the Search listing, type in "Other" and select it. A text box will appear to type in the name of your tribe.

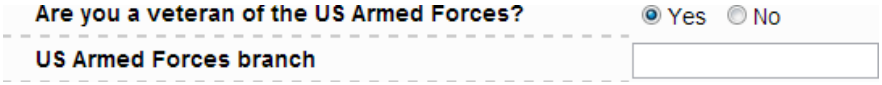
---

The pull-down menu for **Semester Started College** includes:

- Fall
- Winter
- Spring
- Summer

---

**If you select "Yes" to "Are you a veteran of the US Armed Forces,"** an additional information field appears.

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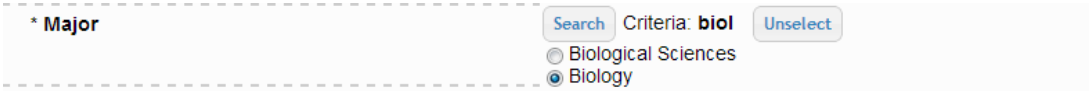
The pull-down menu for **Marital Status** includes:

- Single
- Married
- Separated
- Divorced
- Widowed

(instructions continued on next page; screen continued on subsequent pages)

**In the Major field**, click "Search" and start typing your major and a list of majors that meet that criteria will appear. Select the appropriate major (example "boil").




If the major you type in the Search box is not listed, type "Other." Then select "Additional Major Info" and type in the appropriate information in the box.

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The pull-down menu for **Anticipated Enrollment Status** includes:

- Part-time
- Full-time

---

The pull-down menu for **Year in College** includes:

- First-year Undergraduate
- Second-year Undergraduate
- Third-year Undergraduate
- Fourth-year Undergraduate
- Graduate

---

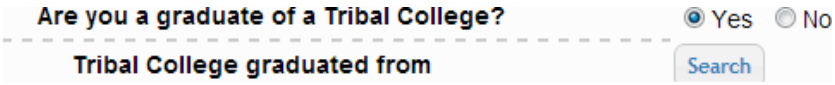
**If you select "Yes" for "Have you previously attended a Tribal College other than the one you are now attending?,"** an additional information field will appear, as follows:

* Have you previously attended a Tribal College other than the one you are now attending?
Yes
No
Tribal College attended most recently
Search

**In the Tribal College attended most recently field**, click "Search" and start typing your tribal college and a list of tribal colleges that meet that criteria will appear. Select the appropriate tribal college.

---

**If you select "Yes" for "Are you a graduate of a Tribal College?,"** an additional information field will appear, as follows:




**In the Tribal College graduated from field**, click "Search" and start typing your tribal college and a list of tribal colleges that meet that criteria will appear. Select the appropriate tribal college.

---

The essay is a major part of the application scoring process. Essays that fail to address the questions asked are scored much lower, making the chances of getting a scholarship lower.

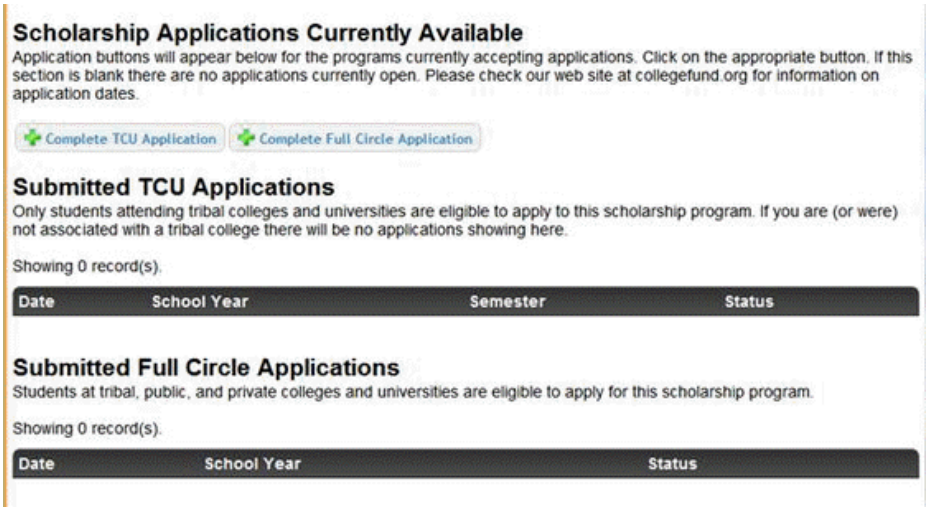
The thank-you is not scored; it does not impact eligibility. If a recipient has an inadequate thank-you, however, American Indian College Fund works with him or her to improve the thank-you before releasing it to the donor.

Again, a reminder to use spell check when writing your essay and your thank-you note. Spell check is defaulted to being on.

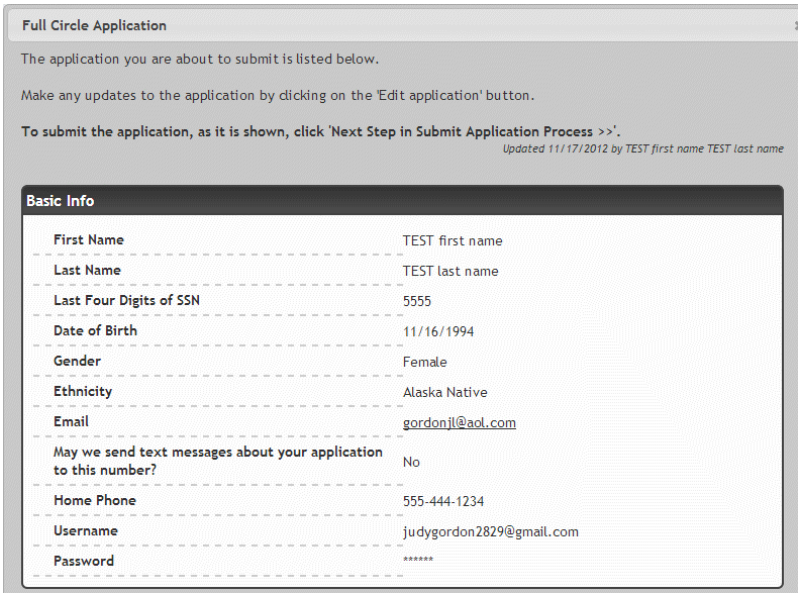
**When you have completed all the required fields on your profile and click "Save,"** you will be taken to the Applications main page. (See next page)

## APPLICATIONS

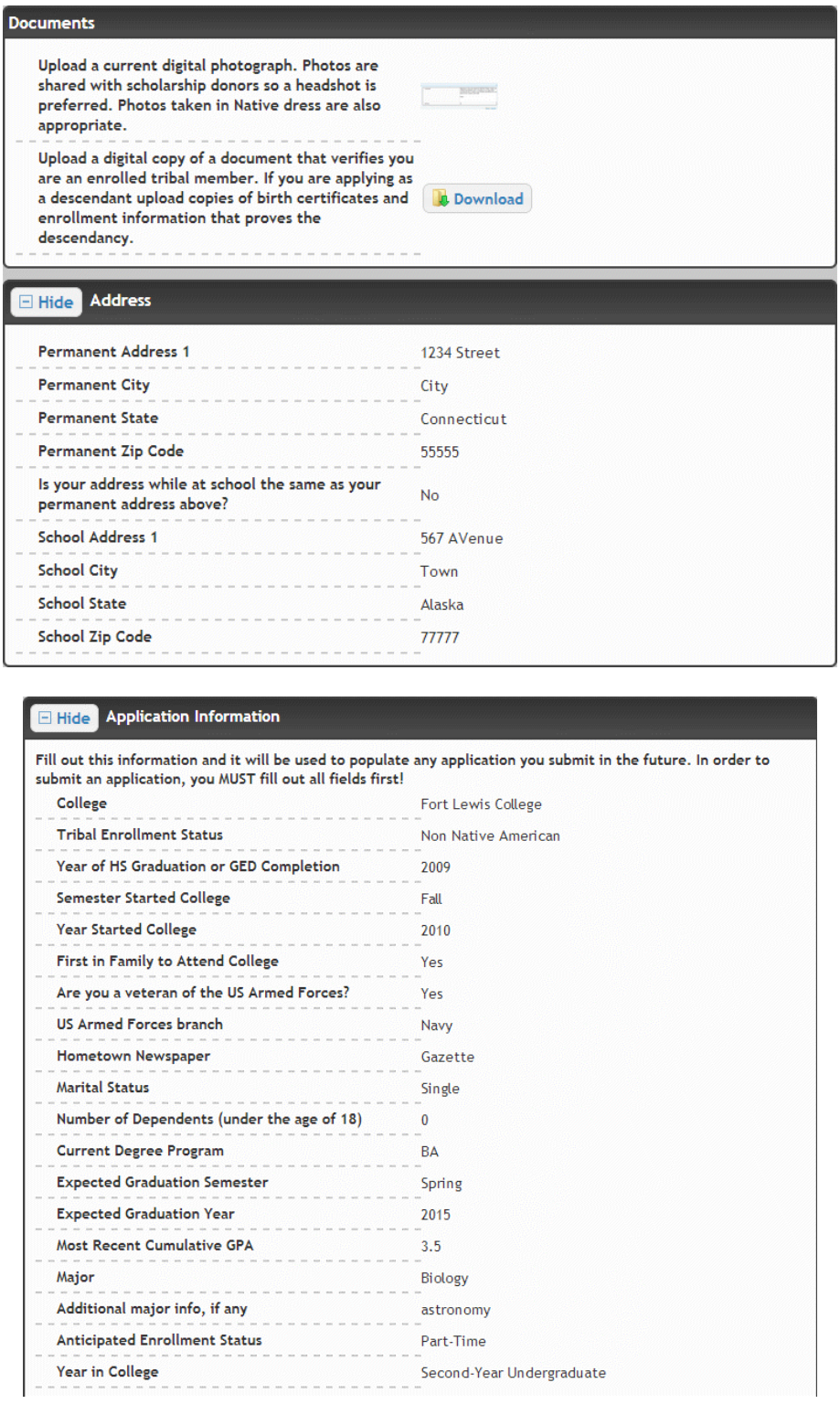
The APPLICATIONS main page lists scholarship applications currently available as well as the applications you have submitted. Students attending a tribal college should submit BOTH Full Circle and TCU Scholarship Program applications. Those not at tribal colleges will only see the Full Circle Application as an option.


Scholarship Applications Currently Available
Application buttons will appear below for the programs currently accepting applications. Click on the appropriate button. If this section is blank there are no applications currently open. Please check our web site at collegefund.org for information on application dates.
Complete TCU Application
Complete Full Circle Application
Submitted TCU Applications
Only students attending tribal colleges and universities are eligible to apply to this scholarship program. If you are (or were) not associated with a tribal college there will be no applications showing here.
Showing 0 record(s).
Date
School Year
Semester
Status
Submitted Full Circle Applications
Students at tribal, public, and private colleges and universities are eligible to apply for this scholarship program.
Showing 0 record(s).
Date
School Year
Status

**When you click on "Complete Full Circle Application" or "Complete TCU Application,"** you will be taken to an application form that reflects the information you entered in your profile (example TEST first name, TEST last name):


Full Circle Application
The application you are about to submit is listed below.
Make any updates to the application by clicking on the 'Edit application' button.
To submit the application, as it is shown, click 'Next Step in Submit Application Process >>'.
Updated 11/17/2012 by TEST first name TEST last name
Basic Info
First Name TEST first name
Last Name TEST last name
Last Four Digits of SSN 5555
Date of Birth 11/16/1994
Gender Female
Ethnicity Alaska Native
Email gordonjl@aol.com
May we send text messages about your application to this number? No
Home Phone 555-444-1234
Username judygordon2829@gmail.com
Password ******

(screen continued on next page)



**Documents**

| | |
|---|---|
| Upload a current digital photograph. Photos are shared with scholarship donors so a headshot is preferred. Photos taken in Native dress are also appropriate. | |
| Upload a digital copy of a document that verifies you are an enrolled tribal member. If you are applying as a descendant upload copies of birth certificates and enrollment information that proves the descendancy. | Download |

**Hide Address**

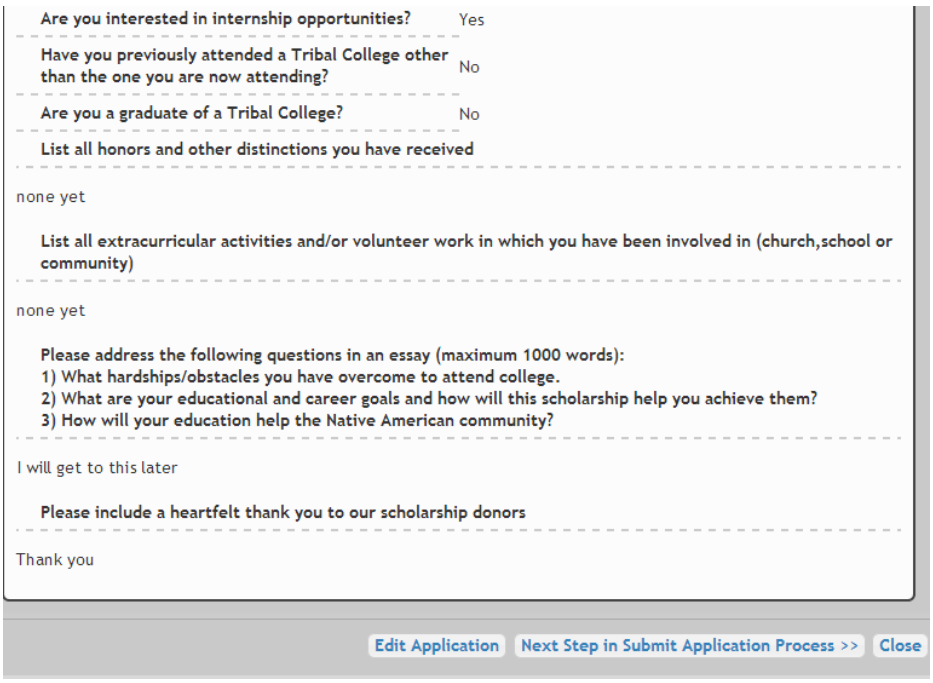
| | |
|---|---|
| Permanent Address 1 | 1234 Street |
| Permanent City | City |
| Permanent State | Connecticut |
| Permanent Zip Code | 55555 |
| Is your address while at school the same as your permanent address above? | No |
| School Address 1 | 567 AVenue |
| School City | Town |
| School State | Alaska |
| School Zip Code | 77777 |

**Hide Application Information**

Fill out this information and it will be used to populate any application you submit in the future. In order to submit an application, you MUST fill out all fields first!

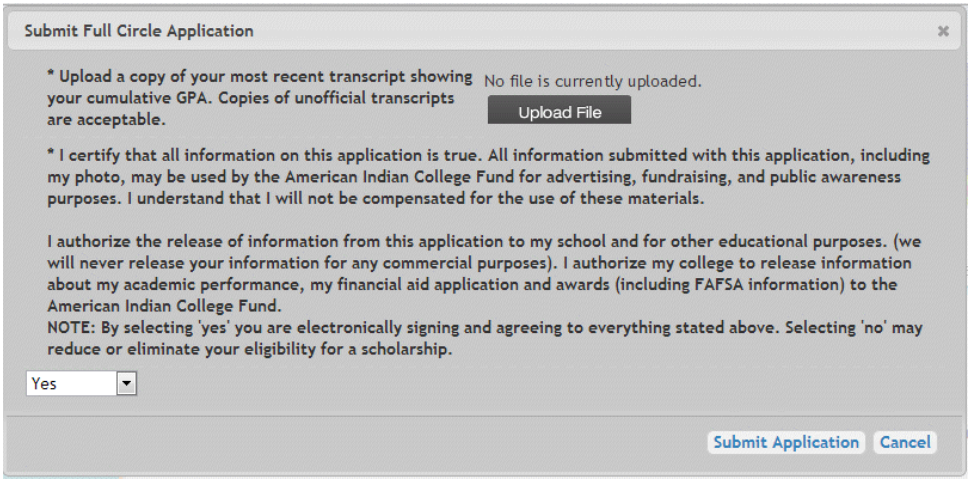
| | |
|---|---|
| College | Fort Lewis College |
| Tribal Enrollment Status | Non Native American |
| Year of HS Graduation or GED Completion | 2009 |
| Semester Started College | Fall |
| Year Started College | 2010 |
| First in Family to Attend College | Yes |
| Are you a veteran of the US Armed Forces? | Yes |
| US Armed Forces branch | Navy |
| Hometown Newspaper | Gazette |
| Marital Status | Single |
| Number of Dependents (under the age of 18) | 0 |
| Current Degree Program | BA |
| Expected Graduation Semester | Spring |
| Expected Graduation Year | 2015 |
| Most Recent Cumulative GPA | 3.5 |
| Major | Biology |
| Additional major info, if any | astronomy |
| Anticipated Enrollment Status | Part-Time |
| Year in College | Second-Year Undergraduate |

(screen continued on next page)

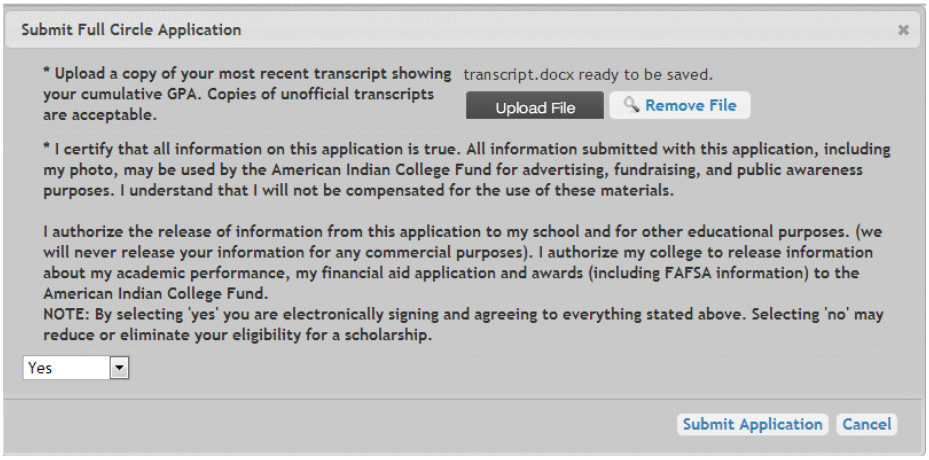

Are you interested in internship opportunities?
Yes
Have you previously attended a Tribal College other than the one you are now attending?
No
Are you a graduate of a Tribal College?
No
List all honors and other distinctions you have received
none yet
List all extracurricular activities and/or volunteer work in which you have been involved in (church,school or community)
none yet
Please address the following questions in an essay (maximum 1000 words):
1) What hardships/obstacles you have overcome to attend college.
2) What are your educational and career goals and how will this scholarship help you achieve them?
3) How will your education help the Native American community?
I will get to this later
Please include a heartfelt thank you to our scholarship donors
Thank you
Edit Application
Next Step in Submit Application Process >>
Close

**To edit the application**, click "Edit Application" and you will be taken to an editable version of the application.

**If the application is correct as is**, click "Next Step in Submit Application Process." You will be taken to:


Submit Full Circle Application
* Upload a copy of your most recent transcript showing your cumulative GPA. Copies of unofficial transcripts are acceptable.
No file is currently uploaded.
Upload File
* I certify that all information on this application is true. All information submitted with this application, including my photo, may be used by the American Indian College Fund for advertising, fundraising, and public awareness purposes. I understand that I will not be compensated for the use of these materials.
I authorize the release of information from this application to my school and for other educational purposes. (we will never release your information for any commercial purposes). I authorize my college to release information about my academic performance, my financial aid application and awards (including FAFSA information) to the American Indian College Fund.
NOTE: By selecting 'yes' you are electronically signing and agreeing to everything stated above. Selecting 'no' may reduce or eliminate your eligibility for a scholarship.
Yes
Submit Application
Cancel

Click "Upload File" to upload a copy of your most recent transcript showing your cumulative GPA. (*NOTE: submitting a TCU scholarship does not require a transcript.*) The screen will change to the following:

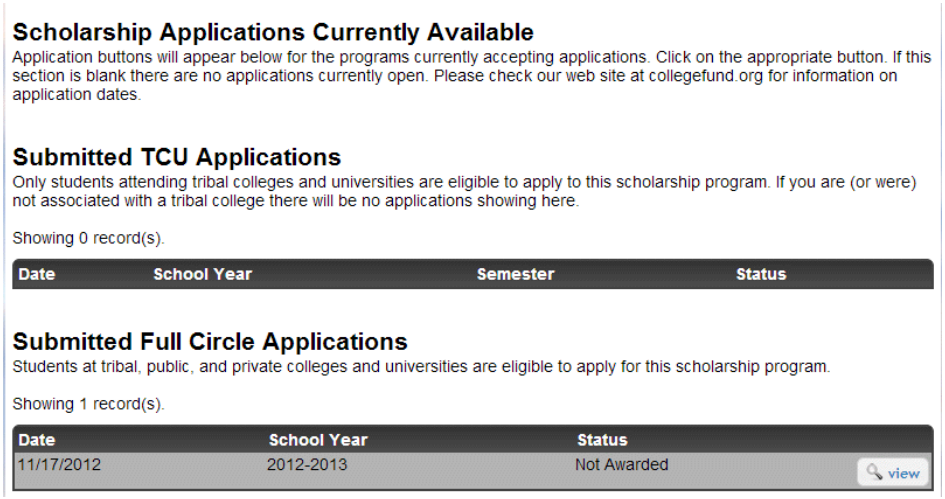

Submit Full Circle Application
* Upload a copy of your most recent transcript showing your cumulative GPA. Copies of unofficial transcripts are acceptable.
transcript.docx ready to be saved.
Upload File
Remove File
* I certify that all information on this application is true. All information submitted with this application, including my photo, may be used by the American Indian College Fund for advertising, fundraising, and public awareness purposes. I understand that I will not be compensated for the use of these materials.
I authorize the release of information from this application to my school and for other educational purposes. (we will never release your information for any commercial purposes). I authorize my college to release information about my academic performance, my financial aid application and awards (including FAFSA information) to the American Indian College Fund.
NOTE: By selecting 'yes' you are electronically signing and agreeing to everything stated above. Selecting 'no' may reduce or eliminate your eligibility for a scholarship.
Yes
Submit Application
Cancel

**If you uploaded the wrong file or want to change the file you uploaded**, click "Remove File" and repeat the "Upload File" process.

Indicate your authorization of the release of information from application by selecting "Yes."

Click "Submit Application."

Your submittal now changes the Applications main page as follows (i.e., a submitted Full Circle application now appears as a record under "Submitted Full Circle Applications"):

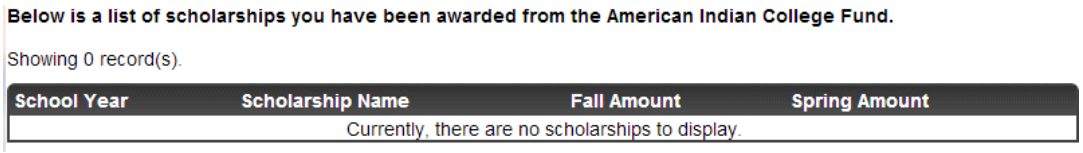

Scholarship Applications Currently Available
Application buttons will appear below for the programs currently accepting applications. Click on the appropriate button. If this section is blank there are no applications currently open. Please check our web site at collegefund.org for information on application dates.
Submitted TCU Applications
Only students attending tribal colleges and universities are eligible to apply to this scholarship program. If you are (or were) not associated with a tribal college there will be no applications showing here.
Showing 0 record(s).
Date
School Year
Semester
Status
Submitted Full Circle Applications
Students at tribal, public, and private colleges and universities are eligible to apply for this scholarship program.
Showing 1 record(s).
Date
School Year
Status
11/17/2012
2012-2013
Not Awarded
view

The current status of your application is "Not Awarded." Other status options are "Awarded" and "Pending." Students will be notified via mail or e-mail when their status changes.

## SCHOLARSHIPS

The SCHOLARSHIPS main page lists scholarships that have been awarded to you from the American Indian College Fund.

**Before any scholarships have been awarded**, this page will appear as follows:


Below is a list of scholarships you have been awarded from the American Indian College Fund.
Showing 0 record(s).
School Year
Scholarship Name
Fall Amount
Spring Amount
Currently, there are no scholarships to display.

**When you have been awarded a scholarship**, this page will reflect that award.

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